

SLOW PITCH SOFTBALL MANAGER'S HANDBOOK

Questions? Contact: Lauren Chumbley, Recreation Coordinator

Phone: 805-658-4738

Email: lchumbley@cityofventura.ca.gov

Fax: 805-648-1030

LEAGUE DETAILS

	Seasons	Night(s) of the Week	Locations
Open (multiple divisions)	Spring, Summer, Fall	Tuesday, Wednesday	Camino Real Park & Ventura Community Park
Women's (registration dependent)	Summer, Fall	Wednesday	Camino Real Park & Ventura Community Park
Coed (multiple divisions)	Spring, Summer, Fall	Tuesday (except in spring), Thursday, & Friday	Camino Real Park & Ventura Community Park

LEAGUE FORMAT

The City of Ventura softball league utilizes an 8-game league format. Teams will play a guaranteed 8 games. Games are 60 minutes or seven innings, whichever comes first, and utilize a one ball and one strike count.

CLASSIFICATION GUIDELINES

Note: Please provide some information about the general skill level of your team after registering. The City of Ventura has the right to place teams in the league that suits the skill level of the players on the roster, and you will be placed in a division that best fits your team's ability level. The City of Ventura has the right to move teams from one league to another after the season begins, in an attempt to ensure leagues are competitively balanced. Division requests will be considered but not guaranteed.

A/B Classification: Teams claiming this classification ranges from new teams who have little experience playing organized softball or have some experienced players but have no tournament players on their rosters. These leagues often consist of company teams without experienced players or many of these teams have players with less than 2 years of experience playing organized softball or have many older players on the team. These teams may be family, church or company teams.

C/D Classification: Teams claiming this classification have several experienced players and may have some tournament players on their rosters. Many of these teams have more than 2 years of experience playing organized softball or have many veteran players on the team.

E Classification: Teams claiming this classification have players with more than 4 years of experience who may play multiple nights a week. These teams may have players with tournament experience.

REGISTRATION REQUIREMENTS

GENERAL INFORMATION

The City of Ventura requires each manager to complete a team roster and turn it into the Adult Sports staff at your first scheduled game. Registration must be paid in full to be eligible to participate. Rosters are limited to 15 players and signatures for each player must be obtained prior to their first regular season game. Upon filing the roster, each manager agrees that they have read the rules and regulations and further agrees that they will conduct themselves and control their team in accordance with all policies, rules, and regulations.

LEAGUE & GAME DAY FEES

- **Complete registration fee:** \$400
- **Umpire fees:** \$20 per team, per game and due at game time.

ROSTER REQUIREMENTS

Each team manager will receive a manager's packet which includes all documents provided by the City of Ventura that must be signed by every player and returned to Adult Sports staff. This includes the participation agreement, code of conduct, and league rules. Each team is limited to 15 players.

SCHEDULES & STANDINGS

Visit: www.teamsideline.com/ventura

PLAYOFFS

The top four teams in each division will advance to the playoffs the week after the regular season ends. Playoff standings will be updated after the completion of the regular season.

The playoffs will be a single elimination bracket, completed in one night. Teams ranked two and three will play the first game. Teams ranked first and fourth will play the second game. The winners of each of the first two games will play the championship game in the final time slot of the night.

All playoff games will 60 minutes or seven innings, except for the championship game which will be played to 70 minutes, or seven innings, whichever comes first. Mercy rules are also in effect.

Please bring your ID to the staff on site at your playoff game. Each player's attendance will be counted based on the names written on the blue line-up cards at each game. Please note that a player must be present & signed in on the game day lineup for at least 3 games throughout the season to be eligible for playoffs. It is you and your team's responsibility to sign in each player on the blue game day line-up card at every game. ***Please write name as follows: (first initial, last name) L. Chumbley, T. Nelson, B. Paulson etc...***

TIE BREAKER PROCEDURES

- Winning percentage
- Head-to-head differential
- Head to group differential
- Total runs differential
- Total runs against
- Lowest number of forfeits
- Coin toss

MAKE UP GAMES & FORFEIT POLICY

Any cancelled games due to unexpected facility closures shall be made up at the end of the season. The cancelled games shall be replayed in the order of their cancellation the first week after the conclusion of the regular season. If time does not permit, City of Ventura Adults Sports staff has the right to waive the replay of games missed. Make-up games may be played on weekday evenings or weekend days or nights, depending on field availability.

WEATHER & UNFORESEEN EVENTS

If rain occurs during the day of your game, check www.teamsideline.com/ventura on your game day to determine if games will be played. The website will be updated by 3:00 pm. Rainout games are made up at the end of the regular season.

FORFEITS

If your team must forfeit for any reason, you must report 24 hours ahead of your scheduled game time. If you fail to contact City of Ventura Adult Sports staff 24 hours in advance, the full official's fees (\$40) will be due in full, prior to your next scheduled game. Failure to pay this fee may result in a second forfeit, and/or removal from league play. You may call Lauren Chumbley at 805-658-4738, or email lchumbley@cityofventura.ca.gov to confirm your forfeit. Failure to call will result in the forfeiture of the next game, and your team may be dropped from further league play.

A forfeited game will not be made up at the end of the season.

PLAYER ADD, DROP & SUBSTITUTIONS

ADDS

All rosters are located on site at the Camino Real office. If you need to add a player to your roster, please find the adult sports staff on site and have the player sign your submitted roster.

DROPS

If you have a player that is no longer playing for your team, please find the adult sports staff on site and remove them from your current roster.

SUBSTITUTIONS

If you are in need of a substitute for one or more games, but they are NOT joining your team, please mark "sub" on the blue game day line-up card next to their name.

FREE AGENTS

If you need more players on your team, you can request the "free agent" list from Lauren Chumbley, by emailing lchumbley@cityofventura.ca.gov.

You may not play for more than one team in the same division.

YOU CAN ONLY PLAY ON ONE TEAM PER DIVISION

Example: If your team is in Division B, a player on your team cannot play for another team in Division B. You can play for another team in a different division.

Exception: If a team roster falls below eight (8) roster players because of medical reasons, job transfer, work shift changes or any reasons making the player(s) in question unable to compete for the remainder of the regular season, the manager may appeal to the league coordinator to add a player(s) from the same division to

bring the roster up to eight (8) players. This exception applies to regular season games only. No additional players may be added for playoff games.

ILLEGAL PLAYERS

Players must use their own/roster names when playing. Any team that willfully falsifies a player's name in a game or has a player participating under an assumed name loses that game, and the manager or person responsible may be suspended.

RULES

GENERAL RULES

Softball rules and conditions will follow the Southern California Municipal Athletic Federation (SCMAF) Rulebook with the following exceptions:

All game related fees must be paid before the start of each game. The game will not start until fees have been paid.

While Little League fences are up at Camino Real Park, any ball hit over the fence or through the opening before it hits the ground will be considered an automatic out. If a player continues to hit balls over or through the fence, he/she may be ejected from the game at the discretion of staff or officials. Balls hit that bounce over the fence or roll through the gap are ground rule doubles.

Teams should be ready to check in 15 minutes before game time. Infield practice may be refused if games are running behind. Game time is forfeit time. Games tied at the end of seven innings, or one hour of play will be declared a tie and considered final.

Teams may play a game with as few as 8 players (with no more than five men on the field for Coed). Only a female can be inside the coed line (180' arc) when a female is at bat. If at game time, a team does not have enough players, teams may start the game with the home team becoming the visiting team and batting first. If 8 players have not arrived before the bottom half of the inning, the game will be forfeited.

If an opposing team has supplied a courtesy catcher, the catcher will be supplied for the remainder of the game, or until another player arrives. Teams are not required to supply a courtesy catcher.

Teams playing with illegal players will forfeit games. All challenges about player eligibility must be made to the umpire during the game, or else the result of the game will stand.

Managers are responsible for writing down the players who are present for each game on the blue score card. If a player arrives late, the manager is responsible for asking for the score card back and adding the player.

No amplified music shall be played by either team during the game, nor shall anyone wear earphones during the game.

Mercy Rule: A game will end when one team is ahead by twenty (20) runs after four (4) innings (3 ½ innings if the home team is ahead), fifteen (15) runs after five (5) innings (4 ½ innings if the home team is ahead) or twelve (12) runs after six (6) innings (5 ½ innings if the home team is ahead). Complete innings must be played unless the home team attains the designated lead in its half of the inning. When the visiting team achieves the designated lead in the top half of the inning, the home team must have their opportunity to bat in the bottom of the inning.

No drinking of alcohol is allowed during the game or at City of Ventura parks. If any member of your team is caught drinking, your team will automatically forfeit your game. Game fees will not be returned to teams who forfeit games for breaking this policy. No coolers are allowed near playing fields.

No smoking of any kind is allowed during the game or at City of Ventura parks. If any member of your team is caught smoking, your team will automatically forfeit your game. Game fees will not be returned to teams who forfeit games for breaking this policy.

JERSEYS

Jerseys are not provided but are welcome to wear in the league as long as they do not contain inappropriate language or images.

JEWELRY

To prevent potential injuries, jewelry such as wrist watches, bracelets and neck chains, may not be worn by any player.

EQUIPMENT

BAT POLICIES

Bats shall be made from wood or aluminum. No 100% composite bats will be used in City of Ventura leagues. Bat handles may be composite; however, barrels may only contain aluminum or alloy. The outer surface of non-wood bats must be aluminum only. Bats must be designed for slow pitch softball use only and newer bats must have a manufacturer's label along with an "Official Softball/ASA" stamp. Multi-walled softball bats are permitted (aluminum only); however, bats must not exceed the 1.20 BPF rating or exceed the 98mph limit.

- No fiber wrapped or non-aluminum coated bats
- No wood or aluminum fungo bats
- No baseball, senior softball, or fast pitch bats

Any City of Ventura official has the authority to remove any bat that he/she suspects has been altered in any way. This judgement is left entirely to the discretion of the umpire in any given game. The game shall be immediately forfeited by any team whose player takes position in the batter's box with any bat that has been previously removed by the umpire in accordance with this rule.

Older bats that have worn labels from long time usage will be left to the discretion of the game officials.

BALL POLICIES

2 USSSA Classic M softballs per field per night will be provided. The softballs are 12" slow pitch balls with a cor of .40 and 325 compression.

CODE OF CONDUCT

The following Code of Conduct for the City of Ventura Softball leagues shall immediately be in effect. The City reserves the right to interpret any rule in accordance with the philosophy and goals of the Adult Sports Program and the City of Ventura. It is the responsibility of the team manager to enforce and abide by the following Code of Conduct. Team managers shall be responsible for the conduct of their players and fans associated with their team, before, during and after their game.

Depending on the severity, frequency and circumstances related to an infraction, a sequence of progressive disciplinary action may be used at the discretion of the City of Ventura Adult Sports Staff. It should be noted that any step(s) in the discipline process might be passed or eliminated in applying disciplinary action. The progressive discipline process may progress as follows:

1. warning to team manager or player

2. team member or fan removed,
3. player or team suspended from the league. Rules of the game and any misconduct violations relating to the field of play shall be enforced by the on-site umpire.

Any player committing a Major Infraction listed below will immediately be ejected from the game and will not be allowed to play or attend games for (1) calendar week and will be required to leave the field of play.

An email will be sent to the manager of the team, notifying them of the suspension and the date the suspended player may return to league. Progressive disciplinary action may be taken with repeat offenders.

MAJOR INFRACTIONS

Physical Contact with Official, Player or Fan: No team member shall at any time lay a hand on, push, strike or threaten to strike an Official, Staff, Player or Fan.

- **Penalty:** Any physical contact against another person in an aggressive manner, before, during or after a league game will result in immediate ejection and suspension from all league play. Major Infractions, involving physical contact usually result in year-long suspensions.

Verbal Abuse/Objectionable Demonstrations: Players shall not verbally abuse any City of Ventura Official, Staff, Player or Fan for any reason. Players shall not make objectionable demonstrations or inappropriate gestures.

- **Penalty:** Immediate ejection and suspension from game. This violation results in an automatic (1) week suspension from league play. Progressive disciplinary action may be applied with repeat offenders.

Unnecessary Rough Play: Players shall not use unnecessarily rough tactics during the game against any other player or be guilty of physically aggressive play.

- **Penalty:** Immediate ejection and suspension from game. This violation results in an automatic (1) week suspension from league play. Progressive disciplinary action may be applied with repeat offenders.

Consumption of Alcohol While on Premises: The consumption of alcohol in City of Ventura Parks is NOT permitted and is punishable by law. The City of Ventura strictly bans the consumption of alcohol during games. Teams with player(s) consuming alcohol will forfeit games.

Appeal Process: A participant shall have the right to appeal a suspension greater than one week by notifying the City Adult Sports Supervisor in writing within 3 days of the suspension. City staff will review the appeal within 3 days of receipt of the written appeal. Participant will remain suspended until appeal has been reviewed.

ADULT SPORTS LEAGUES - CODE OF CONDUCT

In order to provide an atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all who are connected with the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted to impact the program. The following regulations should be kept in mind and no person, player, manager, coach, or others in the program should be in violation of the following:

Consuming alcohol before participating or while participating in an athletic contest. Officials are required to immediately remove player(s) from the game, or if observed prior to game, prevent that person from playing.

Intimidating or aggressive action toward an official, spectator or other player will not be allowed.

A physical attack on an official, spectator or other player will not be allowed. Officials are required to immediately eject the player and report such player to the League Coordinator.

No profane, obscene, derogatory or racial remarks to an official, spectator or other player, or speak in such a manner as to cause a disturbance will be allowed. Officials are required to immediately eject such a person from the game.

Participants shall abide by the official's final decision. Officials are required to immediately eject the player from further play and report such player to the League Director for failure to comply with the decision. Only managers have the opportunity to speak with the official to protest a decision.

Participants shall not use flagrant rough tactics in the play of the game against an opposing player. Officials are required to immediately eject the player from further play and report such player to the league coordinator.

Participants (managers, players, coaches, etc.) at no time shall falsify their own name or any other player's name on a team roster or scorecard to participate in a game.

There shall be no illegal players participating in any athletic contest.

Any participant (manager, player, coach, etc.) ejected from two contests during the season shall be suspended. League Coordinator will determine if further action is needed.

A player, manager, coach, or team spectator ejected or removed from an athletic contest must leave the facility within two (2) minutes. The team manager will be responsible to remove the offender within the same two (2) minute period or forfeit the game. The person(s) will be completely removed from the game facility and under no circumstances may come back.

The league coordinator may discipline and/or suspend teams, players, or managers for incidents not specifically covered in this handbook and the code of conduct, but which might constitute poor conduct and/or are considered detrimental to the sports program and the City of Ventura Adult Sports Program

PARKS & RECREATION CODE OF CONDUCT

See document for City of Ventura Parks and Recreation Code of Conduct.

www.cityofventura.ca.gov/ParksRecCodeofConduct

ATTACHMENT A - CODE OF CONDUCT

The City of Ventura Parks & Recreation Department strives to provide a safe and enjoyable environment for participants in city programs, services, and when using city facilities. With this in mind, the following rules of conduct have been established for the comfort, safety, and protection of all patrons and city staff.

PLEASE DO:

1. Conduct yourself in a manner that is respectful to other patrons, participants, and staff.
2. Follow all posted and written rules along with verbal rules and directions provided by staff.
3. Follow all program, facility, and park specific rules and guidelines.
4. Respect all city property and the property of other patrons.
5. Check with staff prior to using any city equipment or rooms.
6. Secure all personal belongings. The city is not responsible for lost, damaged, and/or stolen items.
7. Dress appropriately for a public place. This includes wearing a shirt/top, pants/skirt/shorts, and shoes at all times (except when visiting the Ventura Aquatics Center).
8. Clean-up after yourself including putting all trash and recyclables in the proper receptacles.
9. Promptly notify staff of any hazards, problems, or Code of Conduct violations.

PLEASE DO NOT:

1. Engage in disruptive behavior that endangers yourself or others.
2. Engage in conduct that damages or defaces any property.
3. Use profanity, offensive, intimidating, or demeaning language.
4. Engage in abusive or harassing behavior.
5. Smoke or use tobacco (in any form) inside buildings, breezeways, sidewalks, or on park grounds.
6. Consume or be under the influence of drugs, alcohol, or any other intoxicating or illegal substance while at a facility or participating in a program or activity.
7. Play audio equipment at a volume that disturbs others.
8. Bring animals (except service animals) into a facility or leave animals unattended outside the facility.
9. Use the restroom for the purpose of shaving, bathing, hair cutting, washing clothes, or other such uses it is not intended for.
10. Leave young children unsupervised.
11. Use any type of photographic equipment, including cell phones, in city locker rooms or restrooms.
12. Camp or sleep at city facilities or park grounds.
13. Bring weapons of any kind, even with a permit, to a city facility, program, or park grounds.

CODE OF CONDUCT VIOLATION POLICY

The city may impose sanctions, including but not limited to those listed below, for any code of conduct violation(s).

1. Verbal Warning
2. Written Warning
3. Suspension from Facility and/or Program
4. Temporary or Permanent Expulsion from Facility and/or Program

Please note, based on the severity of the Code of Conduct violation, the Ventura Police Department may be called, and legal action taken.

**CITY OF SAN BUENAVENTURA, PARKS & RECREATION DEPARTMENT
RELEASE AGREEMENT FOR ALL PARTICIPANTS**

CITY OF SAN BUENAVENTURA RELEASE AGREEMENT IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE OR USE ANY CITY FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED AGREES TO THE FOLLOWING:

1. COVID-19 NOTICE AND ACKNOWLEDGMENT: Although the City of San Buenaventura Parks and Recreation Department is following all County of Ventura, State of California, and CDC Guidelines, the undersigned acknowledges that he or she may still be exposed to COVID-19 during participation in this activity. The undersigned agrees to not participate in activities put on by the City or use any City facility if he or she has experienced a temperature of 100.4 degrees Fahrenheit or greater or any other symptoms of COVID-19, listed at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, within the 24 hours prior to participation in the activity or use of the City facility. The undersigned further agrees to not participate in activities put on by the City or use any City facility if he or she been exposed to COVID-19 or has a member of their household that was exposed to COVID-19 within the past 14 days. The undersigned acknowledges that City staff or volunteers may conduct wellness screenings of the undersigned prior to the undersigned's participation in activities or use of City facilities and that failure to undergo the screenings may result in the denial of entry to or participation in a City facility or activity.

2. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF SAN BUENAVENTURA, ITS EMPLOYEES, OFFICERS AND AGENTS (hereinafter referred to as "releasees") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of injury, contraction of illness, including any form of the coronavirus, to the person or injury to property of the undersigned, whether caused by any negligent act or omission of the releasees or otherwise while the undersigned is participating in a City activity or using any City facilities in connection with the activity.

3. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS releasees from all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the releasees right to indemnity or incurred on appeal) resulting from involvement in this activity whether caused by any negligent act or omission of the releasees, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), or otherwise.

4. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE while upon City property or participating in the activity or using any City facilities and equipment whether caused by any negligent act or omission of releasees or otherwise, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus). The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING and that I am aware of the legal consequences of this agreement, including that it prevents me from suing the City or its employees, agents, or officers if I am injured or damaged for any reason as a result of participation in this activity. I further acknowledge that no oral representations, statements, or inducements have been made. I give permission to the City of San Buenaventura Parks and Recreation Department to use my image or my child's, filmed during program activities, to promote its services and programs. I understand the photograph belongs to the City and I will not receive payment of any kind.

**CITY OF SAN BUENAVENTURA, PARKS & RECREATION DEPARTMENT
RELEASE AGREEMENT FOR ALL PARTICIPANTS**

Program Name: _____ **Program Dates:** _____

I agree to the terms and conditions of the CITY OF SAN BUENAVENTURA RELEASE AGREEMENT in consideration of being permitted to participate or use any city facilities in connection with this activity on behalf of myself.

1. Participant: _____ Signature: _____ Date: _____
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